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ABSTRACT

This two-part document includes a description of the job placement component of State Fair Community College's (SFCC) vocational-technical division which, since 1971 has placed an average of 96% of its graduates in fields directly related to their training. The program was modeled after successful programs in secondary and post-secondary schools in various parts of the country, and the placement service is available, free, to the following groups: all SFCC vocational-technical graduates, dropouts from the program who have salable skills, SFCC graduates with A.A. degrees, and alumni. A second part of the document is a collection of sample forms, questionnaires and other materials prepared by the SFCC Placement Office for an APGA workshop on "Career Placement, Whose Responsibility?" The materials can serve other institutions as reference points for establishing or updating their own placement and recordkeeping system, and include: job vacancy form, job vacancy bulletin board card, student interview form, placement registration card, monthly placement planning schedule, monthly placement report resume, and student survey. (Author/CJ)

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DIRECTOR OF PLACEMENT
STATE FAIR COMMUNITY COLLEGE
SEDALIA, MISSOURI

"AN AGGRESSIVE POST-SECONDARY CAREER PLACEMENT PROGRAM"

The 1968 U.S. Congress Senate Committee on Labor and Public Welfare stated that:

> The responsibility of vocational educators for students until they are successfully placed in training-related jobs should be affirmed by including initial job placement within the definition of vocational education.

Job placement has been an important component of State Fair Community College's vocational-technical division since the opening of the College in 1968. New emphasis and stature were added to the job placement component with the addition of a half-time placement coordinator and the development of a structured placement system in 1971. With the addition of the placement coordinator and development of a structured placement program, an average of 96% of State Fair Community College's vocational-technical graduates have been placed in the field or related field for which they have received training over the past two years.

Highlights of this presentation will feature an analysis and discussion, supplemented by audio-visual aids, of State Fair Community College's successful career placement program. A brief analysis of how the secondary, post-secondary and specialized statewide agri-business placement projects all work together to create a most innovative and comprehensive placement program.

CG 008 897

"AN AGGRESSIVE POST-SECONDARY CAREER PLACEMENT PROGRAM"

The past few years a great deal of concern has been expressed for the placement of secondary and post-secondary vocational-technical graduates into the world of work. The "Rules and Regulations" for the Vocational Education Amendments of 1968 stated that vocational guidance and counseling services shall be designed to aid individuals in vocational placement. The U. S. Department of Health, Education and Welfare stated in Prep Report No. 32 that "Each student who leaves a vocational education program deserves help in taking his next step. Placing each vocational student in his next step is vocational education's responsibility, a responsibility it cannot afford to neglect."

A major objective of SFCC's V-T division is successful placement of graduates and early leavers with salable skills who are seeking employment.

SFCC's placement record the past two years has been exceptional. Ninety-six percent of SFCC's 1972 V-T graduates seeking employment were placed in their field of training or a related field. In 1973 a perfect record was established when 100% of SFCC's graduates and drops with salable skills were placed. It is impossible to surpass the 100% placement level, but all indications are that we will again place 100% of our graduates seeking employment. Approximately 170 SFCC students will complete requirements for an A. S. Degree or Professional Certificate in May. To date we have developed approximately 600 full-time job openings.

Why has our placement program been so successful? This question is best answered by simply stating that the administration, staff and students at SFCC adhere to the philosophy that successful placement is accountability. All work together as a team for a successful placement program.

Then how does the placement director fit into the picture? As with any successful team, there must be a coach to formulate a game plan and coordinate the strategy. The placement director at SFCC serves as the coach, or the person who formulates the plan of attack and coordinates the strategy.

SFCC has established a strong leadership role in placement in the state of Missouri as you will see from todays presentations. We are extremely fortunate to have three successful and innovative placement programs housed on our campus. The objectives of this afternoons workshop are to analyze each of the three placement programs and to take a look at some of the major factors contributing to the success of these programs.

The title of my presentation is "An Aggressive Post-Secondary Career Placement Program." The center of attraction will be SFCC's successful post-secondary placement program.

The five key topics I will be discussing in my presentation are:

1. A brief look at the background of SFCC's placement program.
2. A review of the record keeping system and office mechanics.
3. A summarization of orientating SFCC students and staff to the services provided by the Placement Office.
4. The Job Placement Seminar.
5. A review of successful job development activities.

SFCC'S STRUCTURED PLACEMENT PROGRAM
AFTER ITS FIRST PLACEMENT DIRECTOR WAS HIRED

Placement Office forms and the mechanical operation of the office were developed after researching schools with acknowledged successful placement programs. Research was done by corresponding with secondary and post-secondary schools with established placement programs throughout the United States. I had the opportunity to visit the Colorado State Department of Education, North Denver Community College Placement Office, the Georgia State Department of Education, and four Georgia Area Vocational Schools placement offices.

SFCC's placement service is a free service available to the following groups: all SFCC vocational-technical graduates, drops from vocational-technical programs with salable skills, SFCC Associate of Arts Degree graduates not immediately continuing their education, and SFCC alumni.

The basic forms utilized by the SFCC Placement Office are (see APGA handout for samples of forms): the Job Vacancy Form, the Job Vacancy Card, Placement Office Registration Card, and the Student Interview Form.

Job vacancies are announced to SFCC departments by memos to the staff, through staff meetings, and by personal visits with the staff.

Job vacancies are announced to SFCC students and alumni by the Job Vacancy Bulletin Board, the book of job vacancies in the placement office, by calling students in individually, bulletins to the staff, phone calls to students and correspondence to students.

The free SFCC placement services are publicized to students through the SFCC placement brochure, the career shelf in the library, the SFCC student handbook, SFCC catalog, new student orientation, the school

newspaper, the job placement seminar, and news articles through the public news media.

The placement services are publicized to the SFCC staff through workshops, in-service sessions, and meetings with department chairmen.

The Job Placement Seminar has been designed to better prepare students in the fundamentals of successfully obtaining a job. All SFCC vocational-technical students are required to enroll in the job placement seminar the last year they are enrolled in school. Students each meet once a week for 8 weeks for 1/2 hour credit. Major seminar topics covered are: resumes, job applications, SFCC placement services, letters of introduction, letters of application, letters of thank you, the job interview, and communication on the job. Students are surveyed during the seminar to determine whether or not they have a full-time job lined up or not, the type of job they are seeking, the geographical location they are interested in, salary expectations, and type of company interested in working for.

The crux of any successful placement program is job development. Prior to making job development activities, though, the job placement student survey should have been completed and counseling should have been done with students regarding placement.

The most effective job development activity is personal visits to selected businesses and industries. During the visitation, the placement director should tour the plant or business, whenever possible, visit with the personnel staff to determine job openings and interview scheduling. Arrangements should be made for follow-up regarding job interviews.

The SFCC Placement Office has conducted an annual Business and College Day program the past three years. The major objective of the program is to bring business and industrial representatives on campus to present information to SFCC students. Provisions are made for representatives to interview students individually, if desired. This past year eighteen major companies interviewed students individually for potential employment.

Some other major job development activities are: involvement with professional organizations and associations, unions, service and civic clubs, advisorary committees, utilizing newspaper want ads, soliciting potential employers from staff and students, utilization of the resume book, and public relations activities.

Placement on the job is the name of the game, but the placement director's job does not end with placement as follow-up is necessary to evaluate programs, job satisfaction, job development, and summarization of placement activities.

CAREER PLACEMENT, WHOSE RESPONSIBILITY?

Program #103

Handout Material
Prepared by SFCC Placement Office

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CG 008 897

Introduction

The establishment and maintenance of a successful placement program necessitates the establishment of a smooth flowing record keeping system.

The enclosed materials have been prepared as a supplementary handout for the APGA workshop "Career Placement, Whose Responsibility?" Forms and materials which are utilized by SFCC's Placement Office have been included as samples only. Each individual placement operation is unique and consequently will necessitate the development of a record keeping system to meet their individual needs. Forms and materials included within this handout should serve as excellent reference material for establishing a placement record keeping system, or possibly revising existing forms.

Job Vacancy Form

The Job Vacancy Form (Appendix A) is utilized to gather information on job vacancies. Forms are completed during interviews with employers by phone or in person. Data is typed and filed by programs in a three-ring binder notebook, which is always available for students use in the Placement Office.

Job Vacancy Bulletin Board Card

A Job Vacancy Bulletin Board (Appendix B) is maintained in the Student Union. Job vacancies are condensed from the Job Vacancy Form and transcribed to the Job Vancancy Bulletin Board Card which is placed on the Job Vacancy Bulletin Board for students access. Only basic information is transcribed to the Job Vacancy Bulletin Board Card. Students are asked to contact the Placement Office for more information or to schedule interviews, if interested in openings.

Full-time vacancies are announced via memos to staff and the Job Vacancy Bulletin Board.

Student Interview Form

The "Student Interview Form" (Appendix C) has been designed to gather information when students initially visit the Placement Office seeking full-time or part-time jobs. Space is available on the interview form to make comments regarding the interview and what transpired. Space is available at the bottom of the form to indicate where the students were sent for interviews. The "Student Interview Form" is utilized by the placement secretary when the placement director is off campus.

Placement Registration Card

All students and alumni utilizing the placement services complete a Placement Registration Card (Appendix D). The Placement Registration Card contains basic data about students which can be filed permanently and updated when necessary.

Monthly Placement Planning Schedule

Three placement programs housed on the SFCC campus necessitate planning ahead to prevent overlap of job development and placement activities. The "Monthly Placement Planning Schedule Form" (Appendix E) is filed the first of the month by each placement coordinator.

Monthly Placement Report

The "Monthly Placement Report" (Appendix F) is completed at the end of each month and results of what happened can be compared to the "Monthly Placement Planning Schedule".

Resume

All vocational-technical students complete Resumes to be included in the Resume Book. Copies of resumes (Appendix G) are included in individual placement folders.

Student Survey

All vocational-technical students complete a Student Placement Survey (Appendix H) during the Job Placement Seminar. Results of the Survey are tabulated and summarized (Appendix I) which presents a very good view of what students have been doing regarding job hunting, what information students would like covered during seminar sessions, who is actively seeking employment, areas of concentration for job development activities and geographical areas to concentrate on job development activities.

Placement Summarization

After follow-up surveys have been completed, placement activities are summarized annually. An overall summarization (Appendix J) is included as well as a summarization by individual programs. An example of an individual program summarization has been included in Appendix K.

On-Campus Interviews

Employers are actively recruited to interview on-campus whenever feasible. Interview schedules are posted on the Job Placement Bulletin Board and sent to staff in memo form. Students are asked to sign up for interviews either in the Placement Office or with the department chairmen. Interview Schedule Forms (Appendix L) with definite time slots are utilized to prevent confusion.

Interviews at Company Offices

Job interviews at company offices are coordinated through the Placement Office when it is impossible for company representatives to interview on-campus.

Sample Materials

College Placement Annual
"Knowledge Needed to Obtain Work", SRA
"Job Attitude", Guidance Associates
"Selling Yourself at Your Job Interview", Personnel Publications
"How to Hire People", Mid-America Lumbermen's Association
"Guide for Preparing a Resume", Division of Employment Security
"Making the Most of Your Job Interview", New York Life Insurance Co.

Additional Information

Additional information on SFCC's Job Placement Program may be obtained by contacting:

Jack R. Fowler
Director of Placement
State Fair Community College
Sedalia, Missouri 65301
Phone: A.C. 816/826-7100

Selected Job Development Activities

1. Job development is selling! Know your school, programs offered and students well.

2. Utilize want ads, especially local and major metropolitan newspapers. Professional and trade magazines are additional resources to utilize. Most want ads will give the name of the Personnel Manager and address of the company.

3. Select job descriptions from the want ads which require skills that graduates from your school will possess.

4. Get involved with professional and trade organizations. Many of these organizations will have journals, newsletters, etc. where articles on related programs and graduates can be published. Key personnel in professional and trade organizations can give a big boost to your placement program.

5. Local service and civic clubs offer a wealth of business contacts. Contacts established through these organizations will be valuable for both part-time and full-time placement. Try to present programs to service and civic organizations as often as possible.

6. Most vocational-technical training programs utilize advisory committees. Participate in advisory committees. Go to advisory committees for help. They offer a wealth of information on potential employers.

7. Visit all local major employers. Select major employers throughout your area and schedule appointments to tour the business or plant. Get to know personnel staff or whoever is in charge of interviewing and hiring. Try to get on a first name basis.

8. Establish a good public relations system. Send thank you letters to employers who visit or interview on campus. Feed information on the Placement Program to all news media. Keep the school staff and students aware of what is going on in Job Placement.

APPENDIX A

OFFICE USE ONLY
NO. INTERVIEWED_____
DATE FILLED_____

HIRED:_____

JOB VACANCY FORM

STATE FAIR COMMUNITY COLLEGE
Placement Office

JOB VACANCY FORM DATE_____

FIRM NAME_____

ADDRESS_____
STREET CITY STATE

TELEPHONE NUMBER_____

TITLE OF JOB AVAILABLE_____

Part or full-time_____

SPECIFICATIONS (Age, Height, Weight, Experience, Education)_____

_____

_____

_____

PERFORMANCE (Skills needed to perform assigned duties)_____

_____

_____

_____

DATE NEEDED_____ SALARY_____
(Range-Beginning)

CLOSING DATE FOR JOB OPENING_____

NUMBER OF VACANCIES_____

TO WHOM WOULD THE PROSPECTIVE EMPLOYEE BE REFERRED_____

_____

APPENDIX B

SFCC PLACEMENT OFFICE

JOB VACANCY

All interviews must be scheduled through SFCC Placement Office

DATE _____

FIRM NAME _____

ADDRESS _____

TELEPHONE _____

TITLE OF JOB AVAILABLE _____

DEGREE OR SKILLS REQUIRED _____

PART OR FULL-TIME _____

SALARY _____

DATE NEEDED _____

If interested, contact State Fair Community College Placement Office immediately

APPENDIX C

SFCC JOB PLACEMENT OFFICE

Student Interview Form

NAME OF STUDENT _____

ADDRESS _____
Local

ADDRESS _____
Permanent

PHONE _____

PROGRAM OF STUDY _____

DATE _____

JOB SEEKING: Full-Time /__/ Part-Time /__/

POSITION DESIRED _____

LOCATION DESIRED _____

COMMENTS:

PLACEMENT OFFICE INTERVIEWS:

Date

JOB INTERVIEWS:

Date	Company	City	Results

APPENDIX D

STATE FAIR COMMUNITY COLLEGE PLACEMENT OFFICE
REGISTRATION FORM

(Type or print in black ink)

NAME: LAST FIRST M.I.						PHONE
ADDRESS . STREET CITY STATE . ZIP						SOCIAL SECURITY NO.
MARITAL STATUS S M D SEP W	NO. OF CHILDREN	AGES	U.S.CITIZEN YES NO	OWN CAP USE BUS	OTHER	ARE YOU BONDABLE? YES NO
AGE	HGT.	WT.	GENERAL HEALTH GOOD FAIR	SERIOUS ILLNESS YES NO	IF SO, EXPLAIN.	
MILITARY STATUS	IF DEFERRED, EXPLAIN.			PLAN TO TRANSFER TO FOUR YEAR SCHOOL? YES NO		

CIRCLE GRADE COMPLETED	NAME, ADDRESS OF SCHOOL	DATE ATTENDED FROM	TO	MAJOR COURSE OR DEGREE
HIGH SCHOOL 9 10 11 12 GED				
COLLEGE 1 2 3 4				
SPECIAL COURSES				

DATE AVAILABLE FOR EMPLOYMENT	POSITION DESIRED	TEMPORARY _____ FULL-TIME
SALARY DESIRED	HOURS DESIRED	TRAVEL PER CENT
INTEREST OR HOBBIES	SPECIAL SKILLS	

Employment History — Starting with the most recent employment

	Business	Address	Salary	Reason for Leaving
From / To				
	Nature of work:			
From / To				
	Nature of work:			
From / To				
	Nature of work:			

Reference — No Relatives or Employers

Name	Address	Occupation	Phone

Signature _____ Date _____

APPENDIX E

JOB DEVELOPMENT BUSINESS AND INDUSTRIAL VISITATION SCHEDULE

MONTH_____

Project (Circle One): D & H; Career Ed.; SFCC

Please complete all data and return to SFCC placement office by the last working day of the month.

Date visit scheduled	Co. or Industry to visit	Address	Contact Person	Title of job or jobs being developed

APPENDIX F

SUMMARIZATION OF JOB DEVELOPMENT VISITATIONS

MONTH_____

PROJECT (Circle One): D & H; Career Ed.; SFCC

Please complete all data and return to SFCC placement office the last working day of the month. This form can be returned with the next months "Job Development and Industrial Visitation Schedule."

Date	Company Visited	Address	Contact Person	Result of visit (if will hire, what are job openings, etc.

APPENDIX G

SAMPLE RESUME

ARDEN JOHNSON

1642 Holloway Avenue
San Francisco, California 94132 Telephone 460-1761

Personal Married 5'11" 170 Pounds 26 Years Old

Professional Objective Retail Sales Manager. Ultimate goal--manager of major retail outlet for large national chain.

Education B.A., 1966, San Francisco State University
Major: Marketing
Special emphasis on Retail Sales and Merchandising; considerable work in Accounting and Data Processing

Experience

1970 to 1972 HARTMANS, INC., San Jose, California
Assistant Manager. In charge of all advertising and copy layout for this large department store. Work closely with all buyers in planning sales campaigns. Materially assist Manager in working out modernization plans for basement floor. Have taken two trips to Dallas, Texas to assist in selection of men's suits and shoes. This is excellent experience, but I wish to become affiliated with a large chain.

1969 to 1970 J. C. WHITE & COMPANY, San Jose, Watsonville, California
Retail Shoe Sales. Started as clerk in San Jose store. After six months, moved to Watsonville outlet as Assistant Manager. Responsible for all display work, newspaper advertising, and sales promotion. The store had an annual volume of $250,000.00.

Summer and Part-time Work Earned 50% of total college expenses selling vacuum cleaners and cooking ware on commission for four summers.

Military Service United States Army, 1966 to 1968
Communications Specialist
After graduation from college, drafted into the service. Spent most of the time in Vietnam working as a communications and pacification relations officer.
. . . Present Draft Status--1C (Reserve)

Background Brought up in San Francisco and Peninsula area. Active in community affairs such as San Francisco Junior Chamber of Commerce and active alumnus of San Francisco State University. Member of social fraternity. Wife is a Doctor's Aide in a local clinic. No children. Have traveled extensively throughout the Western part of the United States.

Interests Primarily interested in hiking--outdoor activities and conservation societies, e.g. Sierra Club, Save the Redwoods Foundation.

References (List 3)

APPENDIX H

STATE FAIR COMMUNITY COLLEGE JOB PLACEMENT SURVEY

1. Name_____
   (Please print)

   Address_____

   Phone _____

   Date_____

2. Program of study_____

3. Post-Graduation employment plans:

   _____A. Have full-time employment
   _____B. Seeking full-time employment
   _____C. Transferring to four-year school
   _____D. Not seeking employment
   _____E. Military
   _____F. Other _____

4. If you have accepted full-time employment for after graduation, please complete the following information:

   Name of employer_____

   Address_____

   Date employment begins_____

   Supervisor_____

   Your job title_____

   Salary_____

5. Are you willing to relocate for employment?

   Yes_____ No_____

6. If you are willing to relocate for employment, how far are you willing to move?

   _____A. Within 50 miles of Sedalia
   _____B. Within the state of Missouri
   _____C. Within the midwest
   _____D. Anywhere in the U.S.
   _____E. Would prefer to work_____
   City State

7. What salary do you expect to start full-time?

_____A. $250 - $350 per month
_____B. $351 - $450 per month
_____C. $451 - $550 per month
_____D. $551 - $650 per month
_____E. $651 - up per month

8. List three companies you are interested in working for.

A. Company_____

Address_____

B. Company_____

Address_____

C. Company_____

Address_____

9. Are you working now?

_____Yes _____No

10. If yes, complete the following information.

Name of business_____

Address_____

Your supervisor_____

Number of hours per week_____

Hourly wage_____

11. If you are working now, how did you find out about the job?

_____A. SFCC Placement Office
_____B. Newspaper
_____C. Missouri employment security
_____D. On own
_____E. Family or friends
_____F. SFCC Staff
_____G. Other_____

12. Have you started contacting companies regarding full-time employment?

_____Yes _____No

13. Please check the following areas where you feel you need more information.

_____A. SFCC Placement Office
_____B. Private placement agencies
_____C. Missouri employment security
_____D. Resume
_____E. Job interview
_____F. Communication on the job
_____G. Letter of inquiry
_____H. Thank you letter
_____I. Letter of application
_____J. Completing application forms

APPENDIX I

SFCC Vocational-Technical
Job Placement Survey Summary 1973-74

All SFCC vocational-technical students enrolled in the job placement seminar plus LPN students were asked to complete a job placement survey form (appendix A). The basic objective of the survey was to identify SFCC vocational-technical spring and summer 1974 graduates possibly needing full-time job placement assistance. The SFCC placement office is accountable for all SFCC vocational-technical graduates, so the questionnaire was designed to gather data on those graduates who had already accepted full-time employment and those graduates not desiring full-time employment. The survey was also designed to gather data on those students completing a program in 1974, who would be seeking full-time employment. Data gathered will be utilized in 1973-74 job development and placement efforts.

Survey Summarization

Question # 2

Program of Study:

# responding	Program
25	Agri-Business
34	Secretarial Science
13	Clerical
6	Business Mid-Management
17	Accounting
8	Electronics
5	Welding
6	Building Materials Merchandising
3	Automotive Technology
31	L.P.N.

N=148

Question # 3

Post-graduation employment plans:

# responding	%		
38	26.2	A.	Have full-time employment
91	62.8	B.	Seeking full-time employment
7	48.0	C.	Transferring to four-year school
3	2.1	D.	Not seeking employment
0	0	E.	Military
6	4.1	F.	Other (list)
0	0		No answer

Thirty-eight (26.2%) of SFCC's vocational-technical students indicated in question # 3 that they had already accepted full-time employment after graduation. Several of the thirty-eight students are working part-time in positions they will simply move into full-time after graduation.

Ninety-one (62.8%) of SFCC vocational-technical students are actively seeking full-time employment to begin after graduation May 1974.

Sixteen (11%) of SFCC vocational-technical students are not employed full-time and will not be seeking full-time employment.

Question # 5

Are you willing to relocate for employment?

	#	%
Yes	88	60.7
No	50	34.5
No answer	7	4.8

Question # 6

If you are willing to relocate for employment, how far are you willing to move?

# responding *	%		
16	11.0	A.	Within 50 miles of Sedalia
24	16.5	B.	Within the state of Missouri
25	17.2	C.	Within the Midwest
23	15.9	D.	Anywhere in the U.S.
16	11.0	E.	City preference (list cities)
48	33.1		No answer

*Some responded more than once.

Eighty-eight (60.7%) of SFCC's vocational-technical students are willing to relocate for employment. Fifty (34.5%) have indicated that they will not relocate for full-time employment.

Sixty-five students will relocate, but only within the state of Missouri or within a fifty mile radius of Sedalia. Twenty-three (15.9%) of the students are willing to go anywhere within the continental U.S. for employment.

Question # 7

What salary do you expect to start full-time?

# responding	%		
22	15.0	A.	$250 - $350 per month
51	34.0	B.	$351 - $450 per month
34	23.0	C.	$451 - $550 per month
10	6.7	D.	$551 - $650 per month
12	8.0	E.	$651 - up per month
19	10.3	F.	No answer

Students responding to anticipated starting salary indicated realistic understanding of what can be expected for beginning salaries. Nineteen (10.3%) did not respond to the question, but in a previous question 11% had indicated thay were not employed full-time and would not be seeking full-time employment, which probably accounts for most of the 10.3% not responding.

Question # 9

Are you working now?

	# responding	%
Yes	86	58.1
No	59	39.9
No answer	3	2.0

Question # 11

If you are working now, how did you find out about the job?

# responding	%		
9	6.2	A.	SFCC Placement Office
6	4.1	B.	Newspaper
2	1.5	C.	Missouri employment security
21	14.5	D.	On own
15	10.4	E.	Family or friends
18	12.4	F.	SFCC Staff
7	4.8	G.	Other (list)
			_____
			_____
67	46.1		No answer

Question # 12

Have you started contacting companies regarding full-time employment?

# responding	%	
10	6.8	Yes
130	89.9	No
5	3.3	No answer

Eighty-six (58.1%) of the vocational-technical students are either working part-time or full-time presently.

Fifty-nine (39.9%) are not working part-time or full-time during the 1973-74 school year.

Twenty-seven (18.6%) of those vocational-technical students completing program requirements 1973-74 working full-time or part-time obtained their jobs either through SFCC placement office or SFCC staff.

Forty-two (34%) obtained present jobs basically on their own initative.

Only ten (6.8%) have started contacting companies for full-time positions.

Question # 13

Please check the following areas where you feel you need more information.

# responding		
41	A.	SFCC Placement office
32	B.	Private placement agencies
35	C.	Missouri Employment Security
7	D.	Resume
49	E.	Job interview
11	F.	Communication on the job
37	G.	Letter of inquiry
13	H.	Thank you letter
30	I.	Letter of application
21	J.	Completing application forms

SFCC vocational-technical students completing program requirements 1973-74 and theoritically are ready to enter the world of work full-time were asked to indicate which of the above areas they felt they needed more information prior to actively seeking full-time employment.

Many students indicated a desire to know more about the job interview (49), SFCC placement office (41) and the Mo. Division of Employment Security (35).

APPENDIX J

1972-73 JOB PLACEMENT OVERALL SUMMARY

Available for Employment:	
A.S. Degree	83
Professional Certificate + L.P.N.	40
A.A. Degree	5
Drops with Saleable Skills	1
Previous Students Desiring Change of Position	3
Students Desiring Part-Time or Summer (Exclusive of those contacting SPO)	30
Students From Night Classes + Other Schools	5
TOTAL AVAILABLE FOR EMPLOYMENT	167
Job Opportunities Listed Sedalia Area	132
Job Opportunities Listed Missouri (Outside Sedalia)	108
Job Opportunities Listed Out-of-State	55
TOTAL JOBS LISTED	295
Number Students Seeking Employment Placed	150
Percentage Students Placed Seeking Employment	98.6%

APPENDIX K

1972-73 JOB PLACEMENT SUMMARY

SECRETARIAL SCIENCE

Number Graduates	14
Number Graduates Unavailable for Employment	1
TOTAL NUMBER GRADUATES AVAILABLE FOR EMPLOYMENT	13
Drops With Saleable Skills	4
Drops With Saleable Skills Available for Employment	4
TOTAL AVAILABLE FOR EMPLOYMENT (Graduates + Drops With Saleable Skills)	18

Employment Opportunities

Company	Address
REA Electric Coop	Sedalia, Mo.
Bothwell Hospital	Sedalia, Mo.
State Fair Community College	Sedalia, Mo.
First Bank of Commerce	Columbia, Mo.
Boonslick Regional Library	Sedalia, Mo.
Lamm, Barnett, Crawford & Fritz	Sedalia, Mo.
Production Credit	Sedalia, Mo.
Columbia National Bank	Columbia, Mo.
First National Bank & Trust Co.	Columbia, Mo.
Mo. State Vocational Rehabilitation	Sedalia, Mo.
Shryack-Wright	Sedalia, Mo.
Veteran Hospital	Columbia, Mo.

SECRETARIAL SCIENCE

Employment Opportunities (Con't.)

Company	Address
University of Missouri Personnel Service	Columbia, Mo.
MFA, Inc.	Columbia, Mo.
Bob Liston	Sedalia, Mo.
Jim Newland	Sedalia, Mo.
Missouri State Bank	Sedalia, Mo.
Social Security Administration	Sedalia, Mo.
University of Missouri Medical Center	Columbia, Mo.
University of Missouri	Columbia, Mo.
Bob Gardner	Sedalia, Mo.
Hallmark Cards	Kansas City, Mo.

APPENDIX L

INTERVIEW SCHEDULES

Company or college name_____

Representative_____

Room assigned_____

Student	Time Assigned	Program of Study